



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, June 9, 2014**

**Present:**

Mayor Blomberg	Trustee Brandt
Trustee Feldman	Trustee Grujanac
Trustee McDonough	<del>Trustee Servi</del>
Trustee McAllister	Village Clerk Mastandrea
<del>Village Treasurer Curtis</del>	Village Attorney Simon
Village Manager Burke	Chief of Police Kinsey
Finance Director Peterson	Director of Public Works Woodbury
Community & Economic Development	Engineering Supervisor Horne
Director McNellis	Management Analyst Shoukry

**ROLL CALL**

Mayor Blomberg called the meeting to order at 7:05 p.m. and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of May 27, 2014 Committee of the Whole Meeting Minutes.**

The minutes of the May 27, 2014 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration and Discussion of a Request to Extend a Previously Approved Special Use Permit (Ordinance #11-3210-32) to Install Additional Tenant Panels on Existing Monument Signs – Village Green Center at Milwaukee Avenue and Olde Half Day Road (Baceline Investments LLC)**

Community & Economic Development Director McNellis provided a summary of the request noting Special Uses have a three year time-frame after which they expire. Baceline Investments had previously obtained a Special Use Permit in August 2011 related

to tenant panels on their existing monument sign. However, Baceline has not yet installed the additional sign panels permitted via the approved Special Use Permit and Baceline is requesting a two year extension to their original request to install additional tenant panels.

Mr. Dave LaCavalier representing Baceline Investments provided a brief summary outlining the request for the extension request.

Trustee McDonough asked what the expectation was for completion of the installation of the new panels. Mr. LaCavalier stated Baceline is optimistic for rentals in the shopping center but could not provide a definite date.

There was a consensus of the Board to place this item on the next Regular Village Board Meeting Agenda for discussion and approval.

### 3.2 Finance and Administration

#### **3.21 Consideration and Discussion of Report Regarding Electronic Board Packet Protocol (Village of Lincolnshire)**

Management Analyst Shoukry summarized the proposed procedure for Electronic Board Packet protocol. Staff requests feedback from the Board regarding the protocol with a proposed transition date of August 1, 2014.

Village Manager Burke stated staff is looking for feedback from the Board regarding if members of the Board currently own devices which would allow them to access the electronic board packet or if the Village will need to explore the purchase of such devices.

Trustee Brandt recommended devices provided be available in the meeting room for other Boards to utilize but not be issued to Village Board members to take home. Village Manager Burke noted all other Boards have committed to using their own devices for electronic meeting packets at this time.

Village Attorney Simon asked about the option for note taking and how the information would be available once the meeting adjourned. A discussion regarding PDF copies of the Board packets and software applications for notating electronic copies followed.

Trustee Brandt expressed concern with the steps involved in requiring Board members to download the information to a personal device from a PDF which takes up memory and recommended having the information and incorporated as part of an email message instead of requiring it be downloaded. Trustee Brandt also noted certain PDF and/or annotating software would be needed and would like to know how this would be addressed.

Management Analyst Shoukry noted the reason staff recommended PDF was due to the ability for note taking which is also why the iPad was the recommended device. Village Manager Burke stated one option staff has looked at is Drop Box or shared file environment which would replace the need to send the file as an attachment in an email and replace some of the steps in downloading.

Trustee McAllister asked about the time frame for use of the devices. Management Analyst Shoukry noted he expected the devices to be good for use for Village Board members for approximately 4-years.

A discussion regarding the potential to have the tablet or laptop device simply available at each Village Board seat in the Board Room for Trustee use at each meeting followed. Trustee Brandt expressed her opinion; she was not in favor of issuing devices to the Village Board rather than have the devices available for use on meeting nights. It was the consensus of the Board to pursue an approach that would involve the purchase of electronic devices for use at Village Board meetings and provide Trustees the ability to access their electronic packets from these devices at each meeting.

Trustee Brandt suggested each Trustee have a designated e-mail address for the Village. Village Manager Burke noted a separate login through the Village e-mail is the direction staff would like to go forward, and this change is expected with some of the information technology upgrades planned to take place this summer.

It was the consensus of the Board for Staff to move forward with electronic packets protocol based upon the feedback provided and report back to the Board prior to the August 1 date.

### 3.3 Public Works

#### **3.31 Consideration and Discussion of an Ordinance Adopting the Prevailing Wage Rates to be paid to Laborers, Mechanics and**

### **Other Workers Performing Construction of Public Works for the Village of Lincolnshire (Village of Lincolnshire)**

Engineering Supervisor Horne provided a summary of the Ordinance and noted this is approved annually.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.32 Consideration and Discussion of Village of Lincolnshire Membership in the Des Plaines River Watershed Workgroup (Village of Lincolnshire)**

Engineering Supervisor Horne provided a summary of the membership which is a workgroup formed by several communities within the Des Plaines River Watershed.

Trustee McDonough noted he was in favor of cleaning up the waterways but has concerns with the Village's ability to address pollution that may come from sources outside of the community.

Engineering Supervisor Horne stated the goal of the work group is to monitor the existing conditions in the watershed of the Des Plaines River to make a determination where the efforts should be focused. The use of the funds will be for the monitoring of this activity, to create a watershed plan and to pay for an individual to apply for grants for communities having projects within the watershed.

A brief discussion followed regarding the proposed workgroup and its creation being an unfunded mandate by state regulating agencies. The Board also discussed the Village's responsibility to participate in the workgroup to help mitigate potential increases in sewer service charges imposed related to sewer treatment plant improvements required by the Illinois Environmental Protection Agency (IEPA) if watershed communities do not begin partnering to monitor the watershed and develop plans to address areas of need.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.33 Consideration and Discussion of a Request for Water Agreement and Annexation Agreement for the Property**

### **Known as 23260 Hotz Road (Mr. Yefsky)**

Engineering Supervisor Horne provided a brief summary of the request.

There was a brief discussion about neighboring properties.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.34 Consideration and Discussion of a Contract for the Pedestrian Signal Project at Route 45 and Route 21 and Olde Half Day Road to Alliance Contractors Inc. in an Amount not to Exceed \$68,953.12 (Village of Lincolnshire)**

Engineering Supervisor Horne provided a brief summary of the request. The bids received were much higher than the Engineering Estimate. Staff has provided the Board with two options for consideration. If the Board decides to move forward with the project, Staff will prepare the appropriate contract with Alliance Contractors not to exceed \$68,953.12. If the Board decides to reject the bids, Staff will account for this project in the 2015 Capital Fund budget and re-bid the project in January in hope of achieving better pricing on the project.

Trustee McAllister asked why the bid came in higher than expected. Engineering Supervisor Horne noted it was uncertain why the bid price came in high; however, the timing of the bid letting may have been a factor. Bidding out the project in the winter months may generate better pricing for the Village.

A discussion followed regarding permitting, the location of the improvements and parties responsible to share in the cost of the improvements. Staff noted the Illinois Department of Transportation (IDOT) recently sent notice of a planned resurfacing project on Milwaukee Avenue from Route 60 to Lake Cook Road. Engineering Supervisor Horne noted staff is working with IDOT to determine the scope of this planned work and if the pedestrian signal improvements could be incorporated into that project.

A discussion regarding the need to reach out to the Village of Vernon Hills and state representatives to seek participation in covering the cost of this project followed.

The Board's consensus was for staff to reach out to Vernon Hills, state representatives and work with IDOT on possible funding options and report findings back to the Board prior to this item being placed on a Regular Village Board meeting agenda for approval.

**3.35 Consideration and Discussion of a Building/Site Work Permit Fee Waiver Per Section 5-3-2(a) of the Lincolnshire Village Code (Community Christian Church)**

Engineering Supervisor Horne provided a brief summary of the request for a fee waiver from the Community Christian Church for the resurfacing of their parking lot.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.4 Public Safety**

**3.41 Consideration and Discussion of the Issuance of a Class "B" Liquor License for Red Robin International, Inc. D.B.A. Red Robin Gourmet Burgers (Village of Lincolnshire)**

Chief of Police Kinsey provided a summary of the request from Red Robin for the issuance of a Class "B" liquor license due to the corporation purchasing the franchise.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.42 Consideration and Discussion of an Amendment to Section 3-3-2-6 of Title 3-3 (Liquor Control) of the Lincolnshire Village Code for the Creation and Issuance of a Class "B" Liquor License for Chipotle Mexican Grill, Inc. D.B.A. Chipotle Mexican Grill (Village of Lincolnshire)**

Chief of Police Kinsey provided a summary of the request to create a Class "B" liquor license for Chipotle Mexican Grill.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.43 Consideration and Discussion of a Deputy Chief of Police Employment Agreement (Village of Lincolnshire)**

Village Manager Burke provided a summary of an employment agreement for Deputy Chief of Police, William Price with a proposed start date with the Village on June 23, 2014.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.44 Consideration and Discussion of Report from Police Chief Regarding Lincolnshire Police Department Organization Structure**

Chief of Police Kinsey provided a summary of a proposed Police Department organization structure. Chief of Police Kinsey noted sworn personnel have remained the same in the past three years which is reduced since the downturn of the economy. Chief Kinsey reported he believes the Department is in need for additional command staff which would include an additional Sergeant. Chief of Police Kinsey noted there is no current supervision for the investigation/youth and records divisions. Staff recommends approval of a fifth Sergeant Position to work regular Village business hours. The creation of a fifth Sergeant position will likely result in the promotion of an existing Police Officer into the Sergeant rank. This will create a vacant Police Officer position.

Chief of Police Kinsey noted it is his recommendation to implement the change in structure effective after Labor Day. The impact on the proposed budget will be minimal as the department has been down a Police Officer position and Community Service Officer for much of the fiscal year. With the hiring of an officer to fill the vacant Police Officer position, the impact on future budgets is expected to be between \$80,000 and \$100,000.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

### **3.5 Parks and Recreation**

### **3.6 Judiciary and Personnel**

## **5.0 UNFINISHED BUSINESS**

Trustee Brandt noted the last 4<sup>th</sup> of July meeting will be taking place on Tuesday, June 24, 2014 at 7:00 p.m. in the Community Room at the Village

Hall for anyone interested in attending. Trustee Brandt provided a brief description of events. Management Analyst Shoukry provided information regarding the Cardboard Boat Regatta Event.

Engineering Supervisor Horne updated the Board regarding the east/west Bike Path from Pembroke Drive to approximately 16 Half Day Road, noting the binder is complete and surface should be complete within the next day or two.

Trustee McDonough asked for an update regarding the lane closures on Route 22. Engineering Supervisor Horne noted he was uncertain but would provide an update once available.

**6.0 NEW BUSINESS**

Trustee Brandt stated a new group called Stand Strong has been meeting, which is a community group comprised of community members and a number of public entities from many communities. The group is for awareness prevention; to stand strong against drugs and alcohol. Trustee Grujanac noted anyone can join the group.

**7.0 EXECUTIVE SESSION**

**8.0 ADJOURNMENT**

Trustee Grujanac moved and Trustee McDonough seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Blomberg declared the meeting adjourned at 8:26 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk